



## DEPARTMENT OF FINANCE &amp; ADMINISTRATION

## Office of Personnel Management

## Concurrent Employment Action

Business Area	Personnel Area	<b>PA 40</b> <input type="checkbox"/> Concurrent Employment <input type="checkbox"/> Concurrent Employment Primary Change	Action Date
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Employee Name (Last, First, Middle)	Personnel Number
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**Create Actions (IT 0000)**

Reason for Action	Position Number	Position Description
Employee Group	Employee Subgroup	

**Organization Assignment (IT 0001)**

Personnel Sub Area	Percentage	Personnel Administrator's Name	Payroll Administrator's Name
Contract (Benefits)		Time Administrator's Name	Benefits Administrator's Name
Assignment (Secondary Position)	Position Number	Percentage	End Date

**Employee Primary Business Address (IT006)**

Address Line 1		Business Phone	Business Cell Phone
Address Line 2		Business Phone	Business Cell Phone
City	State	ZIP	Business E-mail

**Employee Secondary Business Address (IT006)**

Address Line 1		Business Phone	Business Cell Phone
Address Line 2		Business Phone	Business Cell Phone
City	State	ZIP	Business E-mail

**Planned Working Time (IT0007)**

Employee %	Work Schedule Rule	Time Management Status	Working Week	<input type="checkbox"/> Part-time Employee
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**Basic Pay (IT0008)**

Reason Code	Reason Name	Hourly Rate \$	Annual Salary \$	Wage Type
Reason Code	Work Tax Area			Work Allocation %

**Hourly Rate Per Assignment (Secondary Position) (IT0554)**

Assignment – 1 <sup>st</sup> Assignment	Object Type – S (Position)	Position
Valuation Basis (Hourly Rate)	Cost Center	USDN

<b>Authorization</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date MM/DD/YY
	Approving Authority	Date MM/DD/YY